

**VOCA Crime Victim Assistance Grant Program
PERFORMANCE / PROGRESS REPORT
REQUIREMENTS FY 10/1/2017 – 9/30/2018**

- A. The Grantee shall submit the following reports on the following dates:

Constitutional Victim Rights Notice and Distribution List: The Grantee shall submit by October 30, 2017 the Constitutional Victim Rights Notice and Distribution List. This Notice and Distribution list should be uploaded at <http://egramsmi.com/dch>.

Quarterly Program Reports: The Grantee shall submit the Quarterly Program Report, which includes Narrative, Statistics, Demographic & Non-Discrimination Information, Training, and Case History. The Narrative, Training and Case History Quarterly Reports should be submitted to the CVSC via the internet at <http://egramsmi.com/dch>. The Statistics and Demographic & Non-Discrimination Information Quarterly Reports should be submitted to the OVC Performance Measurement Platform (PMT) at <https://www.ovcpmt.org>. Due dates for submission of the Quarterly Program Reports are as follows:

Quarter 1 Program Report: January 30, 2018

Quarter 2 Program Report: April 30, 2018

Quarter 3 Program Report: July 30, 2018

Quarter 4 Program Report: October 30, 2018

Final Report Requirements: The Grantee shall submit the Final Report (including the Final Expenditure workbook, Final Narrative Report and the Final Work Plan). The due date for this report is November 15, 2018. This Final Report is available at <http://egramsmi.com/dch>. Report should be completed and submitted to the CVSC via the internet at <http://egramsmi.com/dch>.

- B. Any such other information as specified in the Statement of Work, Attachment A, shall be developed and submitted by the Grantee as required by the Contract Manager.
- C. Reports and information shall be submitted to the Contract Manager at URL: <http://egramsmi.com/dch>.
- D. The Contract Manager shall evaluate the reports submitted as described in the Agreement for completeness and adequacy.

- E. The Grantee shall permit the Department or its designee to visit and to make an evaluation of the project as determined by the Contract Manager.